



ANNOUNCEMENT ENGINEERING ASSISTANT

Pay Grade 12

Opened Until filled
Starting Salary From: \$37,553.90

Full-Time Position

MINIMUM REQUIREMENTS

- Knowledge of concept and process of civil engineering principles in the field of water or wastewater
- Ability to understand and interpret pretreatment ordinances
- Skilled in viewing sewer system evaluation surveys and field inspection of manholes, smoke testing, dye studies and flow monitoring studies
- Skilled in drafting from field notes/sketches in creating as-builds for project closeout and permeant records.
- Ability to operate a computer aided design system (cad), Microsoft word, Microsoft excel, Microsoft Access and Civil 3d.
- Ability to develop complex reports/policies and procedures
- Ability to communicate tactfully and effectively with the public, officials, And employees
- Ability to work outdoors in all types of weather
- Ability to scale ladders, walking for extended periods of time and walking on rough terrain.
- Ability to obtain a valid AR. Vehicle Operator License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. THOSE APPLICANTS WHO'S TRAINING AND/OR EXPERIENCE BEST RELATE TO THE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED BELOW WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, and reliability
- Academic record
- Safe driving record

ALL APPLICANTS SHOULD BE RELIABLE, DEPENDABLE AND HARD-WORKING AND MUST HAVE THE ABILITY TO UNDERSTAND AND CARRY OUT WRITTEN & ORAL INSTRUCTIONS. APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Project Administrator for construction and wastewater projects
- Provide Support drawings and documents for Construction Design
- Coordinates construction projects and private developments
- Research Records and regulations for engineering department
- Provide technical assistance and SSES assistance
- Views video records for rehabilitation projections
- Provides locations to utility, plumbers, engineers etc.

APPLICANTS SHOULD SUBMIT A RESUME AND A STANDARD NLR WASTE WATER UTILITY APPLICATION FORM TO:

NORTH LITTLE ROCK WASTE WATER UTILITY'S HUMAN RESOURCES
DEPARTMENT

7400 BAUCUM PIKE, P.O. BOX 17898, NORTH LITTLE ROCK, ARKANSAS 72117

July 10, 2015

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